

<p><b>2007 ATLANTA FEB EMPLOYEE OF THE YEAR AWARDS NOMINATION FORM</b></p>
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**Award Category:**

**Name of Nominee:**

**Title, Series, and Grade:**

**Agency and/or Installation:**

**Present Employment Location:**

**Nominee's Office Phone Number:**

**Length of Nominee's Federal Service:**

**Name & Office Phone Number of Agency Awards Coordinator:**

**Nominated By (Name & Title):**

**Office Phone Number:**

**Title and Signature of Approving Official (Agency Head or Designee):**

**Office Phone Number:**

**2007 ATLANTA FEB EMPLOYEE OF THE YEAR AWARDS****PRIVACY ACT NOTICE**

Nomination information is voluntary and not required by law.

The information provided will be used solely in considering the nominee for the award and for potential publicity purposes. Not providing all or part of the information could result in less than full consideration for the nominee.

**NOMINEE STATEMENT**

**I understand the Privacy Act notice and agree to release the nomination information for consideration in the 2007 Atlanta Federal Executive Board Employee of the Year Awards.**

**PRINTED NAME OF NOMINEE**

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**SIGNATURE OF NOMINEE**

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**DATE SIGNED**

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## 2007 ATLANTA FEB EMPLOYEE OF THE YEAR AWARDS

### CHECK LIST

**Have you included all of the following?**

- ☐ The nomination form
- ☐ The nomination narrative - limited to 4 pages
- ☐ The Privacy Act statement signed by the nominee
- ☐ The original & 6 copies of the entire package
- ☐ A cover memorandum (signed by your agency approving official or designee) listing all your nominees, the appropriate categories, and an agency contact person
- ☐ Current digital photograph (to be used for promotional purposes only)

**Do not attach copies of performance standards or evaluations. Do not attach copies of award certificates, commendation letters, licenses, etc.**

**The Department of Housing and Urban Development must receive all nominations no later than close of business on Wednesday, February 28, 2007.**

**Mail nomination packages to:**

Doris L. Needham  
Department of Housing and Urban Development  
40 Marietta Street  
Atlanta, Georgia 30303

Phone: 404/331-2300

Email: [Doris\\_L\\_Needham@hud.gov](mailto:Doris_L_Needham@hud.gov)